

On 11/19/2018 2:59:35 PM, Terri Pfister wrote:

In accordance with the Public Records Act (PRA), RCW 42.56.520, this message acknowledges receipt of your PRA request, received by the City of Spokane on November 12, 2018. This request has been assigned tracking number C000900-111218. Please use this number in any communications concerning this request.

Your request states:

*"To Whom It May Concern:*

*Pursuant to the Washington Public Records Act, I hereby request the following records:*

*The June 2016 revision of "The Spokane Police Department Defensive Tactics Manual"*

*The requested documents will be made available to the general public, and this request is not being made for commercial purposes.*

*In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.*

*Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days, as the statute requires."*

The responsive document located by Police Department staff is available for your inspection and copying by accessing your "My Request Center" account through the City's public records portal (GovQA).

Some information in the document has been determined to be exempt from disclosure and has been redacted. Included also for inspection/copying through your "My Request Center" account on the City's public records request portal is an exemption log which identifies the redacted information and the reasons for and statutes relied upon for withholding the information.

In accordance with Section 6.5 of the City's Public Records Request policy, if you wish to appeal a determination to withhold information, you may petition in writing or by email to the City Clerk's Office for a review of the determination within sixty (60) days of the denial of access. Please include a copy of, or reasonably identify, the part of the response to which you object. Your petition will be forwarded to the Hearing Examiner, who will consider the petition and either affirm or reverse the determination within ten (10) business days following the City's receipt of the petition, or within such greater period of time as the City and the requestor mutually agree to. You may obtain a court review of the denial of your request pursuant to RCW 42.56.520 at the conclusion of the two business days after the initial denial, regardless of any internal administrative review. The complete Public Records Request Policy may be accessed at the following website: <https://my.spokanecity.org/administrative/public-records/>.

This concludes our response to your request.

Sincerely,

Terri Pfister  
Spokane City Clerk